DEPARTMENT OF THE NAVY
Office of the Comptroller
Washington, D.C. 20350

NAVCOMPTINST 4600.2B
NCF-123
4 September 1974

NAVCOMPT INSTRUCTION 4600.2B

From: Comptroller of the Navy
To: All Ships and Stations

Subj: Customer Identification Codes for temporary additional duty travel

Ref: (a) NavCompt Manual, pars. 032600-032603
    (b) NAVCOMPTINST 7300.99A of 7 Jun 1974, subj: Navy-wide Standard Document Number and Accounting Classification Reference Number (ACRN); implementation of
    (c) Financial Management of Resources (Operating Forces) (NAVSO P-3013)

Encl: (1) Guidance for the Establishment of Customer Identification Codes and Preparation of Dictionary Cards

1. **Purpose.** To revise the instructions concerning the construction of a Customer Identification Code (CIC) for use in connection with temporary additional duty travel.

2. **Cancellation.** NAVCOMPT Instruction 4600.2A of 22 June 1972, is canceled.

3. **Background.** Reference (a) requires the citation of a 15-character CIC on all travel orders involving travel on Military Airlift Command (MAC) aircraft, or authorizing use of General Services Administration (GSA) rental vehicles. MAC and GSA are paid centrally by the Navy Regional Finance Center, Washington. Since MAC and GSA bills provide only for the perpetuation of 15 and 14 characters, respectively, it has been necessary to establish a CIC dictionary from which the paying office can identify the full nine elements of accounting data. Reference (b) established a 15-character standard document number for use on certain basic obligating documents, including travel orders. This requirement necessitates not only the identification of the chargeable accounting data, but also the identification of the standard document number. Therefore, it has been necessary to revise the CIC construction in order to accommodate this additional requirement. In addition, although authorization accounting activities are cognizant of the travel funds utilized by the activities for which they perform accounting, they are seldom informed when one of these activities issues travel orders which cite the travel funds of a different activity. As a result, the required dictionary card is often not prepared. Accordingly, it is considered necessary to improve coordination between order writing activities and their respective authorization accounting activities. It is the responsibility of the authorization accounting activities to inform the order writing activities of the proper CIC's to be placed on the travel orders, and to submit the related dictionary cards to the Navy Regional Finance Center, Washington. Guidelines relative to the preparation of dictionary cards are provided in enclosure (1). It is the responsibility of each order writing activity to inform the auhtorization accounting activity of the need for a CIC, and to insure that the CIC is cited on the travel orders. In instances in which an activity issues orders which cite the funds of another activity, the CIC and the standard document number will be obtained from the funding activity at the same time the accounting data is furnished for citation. Reference (b) states that the first-six digits of the standard document number represent the unit identification code of the issuing activity; however, the funding activity is considered to be the issuing activity. Accordingly, the unit identification code contained in the standard document number will be that of the chargeable activity.

4. **Effective date.** Effective for temporary additional duty travel of military and civilian personnel commencing after receipt of this instruction and the subsequent establishment of customer identification codes, except that, for travel chargeable to Operating Forces funds, it is effective for travel commencing on or after 1 July 1975. Until 1 July 1975, Operating Forces will continue to follow the provisions of reference (a).

5. **Scope.** Applicable to all temporary additional duty travel chargeable to Navy funds, including such travel of Marine Corps personnel. This instruction is not applicable to travel chargeable to Marine Corps funds. The use of a customer identification code and of a Navy-wide centralized payment procedure does not

apply to nontravel related charges billed by GSA, such as charges for permanently assigned vehicles, gasoline and motor products, and the procurement of Government credit cards. Activities which incur such charges should request information from their local Interagency Motor Pool as to the establishment of a billed office address code. This code, when furnished at the time of requisition, permits GSA to bill the activity directly for these nontravel charges.

6. Citation of Customer Identification Code on Travel Orders. The fund administrator will have primary responsibility for insuring that in addition to the full chargeable accounting classification and standard document number, all travel orders for military and civilian personnel authorizing MAC travel or use of rental vehicles will bear the annotation, "CIC: (insert 15 - character code)." On preprinted order forms, the code will be inserted in the space provided for "Customer Identification Code," "Additional Comments and Instructions," or "Remarks," as appropriate.

7. Citation on MAC Transportation Authorization. Activities issuing MAC Transportation Authorizations (DD Form 1482) against Navy travel orders will show the customer identification code specified in the orders in the space provided on the DD Form 1482. In addition, the full-nine elements of accounting data will be shown in the specified block of the DD Form 1482.

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GUIDANCE FOR THE ESTABLISHMENT OF CUSTOMER IDENTIFICATION
CODES AND PREPARATION OF DICTIONARY CARDS

1. **Establishment of code.** Customer identification codes
for temporary additional duty travel of military personnel
and temporary duty travel of civilian employees will be
established for each set of accounting data chargeable. The
code will consist of 15 alpha and numeric characters. The
code will be constructed as follows:

Sequence of characters	Data
1st	"3" (identifies Navy as the MAC customer).
2nd	Last digit of the fiscal year chargeable for the travel; or in the case of continuing appropriations or no-year funds, the last digit of the fiscal year current at the time the travel orders are issued. This number will be the same as the 8th digit of the standard document number in all cases. When the funds of two fiscal years apply to a single travel order, the CIC is constructed from the first (oldest) fiscal year cited.
3rd - 7th	Serial number (11th - 15th digits of the standard document number).
8th - 13th	Department of Defense Activity Address Dictionary code of the activity whose funds are chargeable for the travel (usually a 1 - character service designator code; e.g., N, R, or V, followed by a 5 - digit unit identification code). This field will be the same as the 1st - 6th characters of the standard document number.
14th - 15th	Fund code. A separate fund code will be used for each line of accounting data applicable to a

Sequence of characters	Data

given Department of Defense Activity Address Dictionary Code. For example, if an activity has two subheads available for travel, and the other accounting elements are the same, a separate fund code would be established for each subhead.

2. **Notification to the Navy Regional Finance Center, Washington of CIC's assigned**

a. **General.** Data from the CIC and the related accounting classification code, which are essential for the establishment of a computer dictionary, will be submitted by the authorization accounting activity to the Navy Regional Finance Center, Washington, for use by that center in converting the 15-character customer identification code cited on the Military Airlift Command (MAC) or the General Services Administration (GSA) bill to the applicable 9-element accounting classification code. Except as provided in subpar. b, the data will be submitted by punched cards or magnetic tape. The Navy Regional Finance Center, Washington, will obtain the serial number from the customer identification code in the MAC or GSA bill for inclusion on the Listing of Expenditures/Collections (NavCompt Form 634) and Accounting Card (NavCompt Form 632), or will reconstruct the standard document number from the customer identification code for inclusion in the New Expenditure Reimbursement Record (Y1 - Y2 Card). The punched data cards will contain the following data in the card columns indicated.

Card Columns	Data Record Identification	Description/Instructions
1-3	Record Identification	Punch "MAC" in all cards to identify the card as a customer identification dictionary record (this dictionary will be used for both MAC and GSA billings).
4	Action Code	Assign and punch as follows: D-Punch "D" to delete the record identified in card columns 5-14 of this record from the centrally maintained customer identification code dictionary. This record, which

Card Columns	Data Record Identification	Description/Instructions
		was previously submitted to the Navy Regional Finance Center, Washington, is now to be treated as invalid. N-Punch "N" to indicate that the record identified in card columns 5-14 of this record is a new record that has not been previously submitted. This includes annual updates which reflect changes to card columns 6 and 17, only. R-Punch "R" to indicate that the record identified in card columns 5-14 of this record has been submitted previously, and that the accounting data contained in the earlier record will be replaced with the complete accounting data contained in card columns 15-60 of the record.
5	Agency Identification	Punch "3" in all cards to indicate that Navy will be billed for the record identified.
6	Fiscal Year	In the case of annual and multiple - year appropriations, punch the last digit of the fiscal year of the funds being charged. In the case of continuing appropriations or no - year funds, punch the last digit of the fiscal year for which the dictionary cards are being prepared.
7 - 12	DODAAD Code	Punch the full Department of Defense Activity Address Dictionary Code of the activity whose funds are represented by card columns 15 - 60 of this record.
13 - 14	Fund Code	Punch the 2-character alpha/ numeric code, which will be used to identify the accounting data chargeable for the MAC travel or GSA rental. Activities will use either codes established

Card Columns	Data Record Identification	Description/Instructions
		for other purposes or new codes established specifically for this purpose. New codes established for MAC travel or use of rental vehicles only, do not require Navy Accounting and Finance Center clearances.
15	DD Code	Punch "4" in all records, to identify Navy.
16 - 21	Appropriation	Except for transfer appropriations, punch zero in card column 16 and the last five characters of the appropriation symbol in card column 17-21. Punch transfer appropriations, as follows:

Appropriation	Punch
17-11X4117	0X4117
17-11 1080	0 1080
17-11X8242	0X8242
17-97X0700	7X0700
17-97 0700	7 0700

Card Columns	Data Record Identification	Description/Instructions
22 - 25	Subhead	Punch the applicable 4-digit subhead, including the expense limitation number, when appropriate.
26 - 28	Object Class	Zero fill when not applicable.
29 - 33	Bureau Control No. or Operating Budget No.	Punch the applicable bureau control number or operating budget number.
34	Subauthorization or Operating Budget Suffix	Zero fill when not applicable.
35 - 40	Authorization Accounting Activity	Precede with zeros, as necessary to complete the field.
41 - 42	Transaction Type Code	Punch the applicable transaction type code.
43 - 48	RDT&EN	Leave blank, except for the appropriation, Research, Development, Test and Evaluation, Navy

Card Columns	Data Record Identification	Description/Instructions
		(17X1319 or 17 1319). When the appropriation is RDT&EN, punch the 2-digit program element code, followed by the 4-digit research development project code.
49 - 60	Cost Code	Right justify and precede with zeros as necessary to complete the 12-character field.
61 - 80		Leave blank.

The Customer Identification Code Dictionary data cards will be submitted to the Commanding Officer, Navy Regional Finance Center (Code FA), Washington, D.C. 20371. The first initial submission for fiscal year 1975 will be made as soon as practicable after receipt of this instruction, but not later than 1 October 1974. Cards previously submitted under the provisions of NavCompt Instruction 4600.2A need not be resubmitted, providing that the future assignment of CIC's is consistent with both the provisions of this instruction and the contents of the dictionary cards previously submitted. The first initial submission for subsequent fiscal years will be made no later than the first day of the second month of the fiscal year. This submission should include data relating to all funds anticipated to be used for temporary additional duty travel by all activities for which accounting services are performed. If it becomes necessary to make one or more additional submissions of dictionary cards during the course of any fiscal year, these cards should be submitted no later than the 15th calendar day of the month following the month in which the applicable travel orders are issued. When two or more customer identification codes are identical except for the serial number, only one notification to the Navy Regional Finance Center, Washington, need be made. Furthermore, since both the obligation and expenditure will be identified by a common standard document number, activities which utilize a large number of separate cost codes within a given fiscal year may not find it necessary to submit a dictionary card for each possible cost code, and may elect to zero fill the cost code field of the dictionary cards. If this is the case, the expenditure information received from the Navy Regional Finance Center, Washington, will not cite the appropriate cost code,

but will still contain the appropriate standard document number or travel order number. In many instances, this may be adequate information from which the authorization accounting activity can match the expenditure with the related obligation, supply the appropriate cost code, and thus preclude the necessity of having to submit a large number of dictionary cards.

b. Activities not having keypunch capabilities. Activities not having keypunching capability will submit the data prescribed in subpar. a to the Navy Regional Finance Center, Washington, on plain paper, using each of the card column fields as a columnar heading.